



South Carolina Department of Insurance

NIKKI HALEY
Governor

Division of Consumer and Individual Licensing Services

Capitol Center
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MEMORANDUM

TO: All Insurers Transacting the Business of Insurance in South Carolina

FROM: Producer Licensing Division

SUBJECT: Producer Appointment Address and Contact Person

DATE: July 23, 2012

The purpose of this memorandum is to request all licensed insurers to provide the South Carolina Department of Insurance with the contact information of the individual(s) responsible for appointing producers in the state of South Carolina. Each licensed company must update this information electronically on the Department's website at <http://doi.sc.gov/Pages/default.aspx> by following the steps below.

1. Click SCDOI Online Services which is located gold bar at the top of the home page.
2. Under the Registered Company Users scroll down to "Update Supplementary Address."
3. Enter the Company's User ID and Password. (If the company representative cannot remember the User ID and/or Password, please send an e-mail to the Department's Technology Division at irmmail@doi.sc.gov. Please include the company name and South Carolina company code in the e-mail.)
4. Once you have logged in, select "Agent Renewal" from the list of addresses in the drop down menu.
5. Enter the contact information. The information will be saved in the database.

If you have any questions, please submit them to the Department's Licensing Division at the following email address: agntmail@doi.sc.gov.
